

Instruction
Field Trips and Community Service

REGULATION 6153(I)
FORM 1

OVERNIGHT & OUT-OF-STATE FIELD TRIP REQUEST FORM

All overnight and out-of-state field trips require the approval of the Board of Education 60 days in advance of the departure date. All foreign travel field trips must be submitted for Board approval 90 days in advance of the departure date. The following information must be forwarded electronically and in TRIPLICATE (hard copies) 30 days prior to the Board meeting which summarizes the trip. NOTE: A Narrative must be attached justifying this field trip to the school curriculum and/or mission statement. No financial commitments are to be made until Board approval. This form must be typewritten and ALL items filled in or marked N/A.

Name of School: Middletown High School

Date of Request: 09/14/2026

Name of Club or Activity: MHS Performing Arts Classes

Trip To: New York, New York

Purpose: Attend a live Broadway musical

Number of Students Participating: 27

Number of students eligible to go on the field trip: 200

Dates of Trip: From: 01/02/27 To: 01/02/27 - Saturday # of school days missed: 0 (trip is a Saturday)

Names of Teachers and Chaperones:

1. Lauren Otto	5.
2. Jillian Kellogg	6.
3.	7.
4.	8.

Number of Non-Chaperone Adults going on trip:

Transportation: Bus Van Train Plane Car Other

Are fund-raising activities planned: Yes If so, describe: Charleston Wraps, Lyman Orchards Pies and Cookie Doughs

Amount of money raised through fundraisers: TBD

Lodging: N/A Hotel/Motel N/A Camp N/A Private Home N/A

Insurance Arrangements for Staff and Students: N/A

Cost per Student: \$ 155

Cost per Teacher and/or Chaperone: \$155

Cost per Nurse: \$ N/A
(if necessary)

Cost per Paraprofessional: \$ N/A
(if necessary)

If Travel Agencies are engaged, at least three quotations need to be provided with documentation attached to this form:

a. N/A

c.

b. d. Other

Name of teacher making request: Lauren Otto

Approved by Department Head at secondary level: W. Smalley

Approved by Principal: [Signature]

Authorized by Chief Academic Officer: [Signature]

Superintendent Approval: [Signature]

Date: 9/25/26

This field trip provides students with an opportunity to experience live professional theatre and connect classroom learning to a real-world performance. Seeing *Schmigadoon!* on Broadway will allow students to observe acting techniques, technical theatre elements such as lighting, sound, costumes, and set design, and the collaborative process involved in producing a show. The experience directly supports our after-school drama program by inspiring students, expanding their understanding of theatre careers and production, and giving them a professional performance to learn from and reflect upon.